

# Legal

## Associate in Applied Science in Administrative Technology

### Program Description:

The Administrative Technology—Legal Option program maintains student learning as its main priority and is committed to excellence in a learning environment that emphasizes procedures in a legal office, problem solving, and skilled use of computer business software applications to provide for workforce development, career preparation, and lifelong learning. The increasing complexities of today's legal office have created the need for highly skilled employees who possess the knowledge and confidence necessary to handle a wide variety of administrative and legal office tasks. Upon completion of the Associate in Applied Science Degree in Administrative Technology—Legal Option, the graduate will be able to demonstrate knowledge that is specific to the legal office and gain real-life experience through placement in a legal office internship.

### Career Outlook:

Secretaries and administrative assistants held about 4.2 million jobs in 2006, ranking among the largest occupations in the U.S. economy. The state of West Virginia has classified the Administrative Assistant field as being in "high demand" because the number of anticipated qualified employees is significantly lower than the number of expected job openings in the state. Projected employment of administrative assistants will vary by occupational specialty. Employment growth in the legal services industry should lead to average growth for legal administrative assistants through 2016. In addition to those resulting from growth, numerous job openings will result from the need to replace workers who transfer to other occupations.

Developments in office technology are certain to continue, and they will bring about further changes in the work of secretaries and administrative assistants. However, many secretarial and administrative duties are of a personal, interactive nature and, therefore, not easily automated. Responsibilities such as planning conferences, working with clients, and instructing staff require tact and communication skills. Because technology cannot substitute for these personal skills, secretaries and administrative assistants will continue to play a key role in most organizations.

### Salary Forecast:

Legal Services	\$39,670
Local Government (OES designation)	\$36,990
State Government (OES designation)	\$38,360
Employment Services	\$40,890
Insurance Carriers	\$43,140
Software Publisher	\$66,720
Medical Equipment and Supplies Manufacturing	\$55,710
Semiconductor and Other Electronic Component Manufacturing	\$50,240
Pharmaceutical and Medicine Manufacturing	\$49,640
Securities and Commodity Contracts Intermediation and Brokerage	\$49,440

Information obtained from Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2008-09 Edition, Secretaries and Administrative Assistants, on the Internet at <http://www.bls.gov/oco/ocos151.htm> (visited January 18, 2008).

### Admission Requirement:

The college adheres to an open admissions policy which means applicants with a high school diploma or a GED are eligible for admission. Applicants with neither a high school diploma nor a GED may be admitted on a conditional basis.

### Career Description:

Legal administrative assistants are responsible for a variety of administrative and clerical duties necessary to run a legal office effectively. They serve as information managers for the office, plan and schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, and provide information by using the telephone, postal mail, and e-mail as well as handle travel arrangements. Legal administrative assistants perform highly specialized work requiring knowledge of legal terminology and procedures. Duties may include preparing correspondence and legal papers such as summonses, complaints, motions, responses, and subpoenas under the supervision of an attorney or paralegal. They also may review legal journals and assist in other ways with legal research.

**Major Code – CO20 • Concentration Code - CO26**

<b>FIRST YEAR</b>	
<p><b>First Semester</b></p> <p>AT 136 Comprehensive Word Processing (EDGE)..... 3</p> <p>ENL 111 Written Communication ..... 3</p> <p>IT 101 Fundamentals of Computers (EDGE) ..... 3</p> <p>MAT 115 Business Mathematics ..... 3</p> <p>MG 101 Introduction to Business (EDGE) ..... 3</p> <p><b>TOTAL CREDITS..... 15</b></p>	<p><b>Second Semester</b></p> <p>AT 104 Records Management ..... 3</p> <p>AT 114 Keyboarding II<sup>1</sup> (EDGE) ..... 3</p> <p>AC 103 Intro to Accounting ..... 3</p> <p>COM 112 Oral Communication ..... 3</p> <p>LAS 101 General Law I ..... 3</p> <p style="padding-left: 20px;">Social Science Requirement<sup>2</sup> ..... 3</p> <p><b>TOTAL CREDITS..... 18</b></p>
<b>SECOND YEAR</b>	
<p><b>Third Semester</b></p> <p>AT 242 Legal Terminology and Transcription<sup>3</sup> ..... 3</p> <p>AT 255 Desktop Publishing<sup>4</sup> ..... 3</p> <p>AT 265 Administrative Office Procedures<sup>5</sup> (EDGE) ..... 3</p> <p>LAS 102 General LawII<sup>6</sup> ..... 3</p> <p>LAS 213 Computer Applications to the Law Office<sup>5</sup> ..... 3</p> <p><b>TOTAL CREDITS..... 15</b></p>	<p><b>Fourth Semester</b></p> <p>AT 261 Integrated Document Formatting<sup>7</sup> ..... 3</p> <p>AT 290 Internship<sup>8</sup> ..... 3</p> <p>ENL 231 Technical Report Writing<sup>9</sup> ..... 3</p> <p style="padding-left: 20px;">Math/Science Requirement<sup>10</sup> ..... 3-4</p> <p style="padding-left: 20px;">Recommended Elective<sup>11</sup> ..... 3</p> <p><b>TOTAL CREDITS..... 15-16</b></p>
<b>HOURS REQUIRED FOR GRADUATION: 63-64</b>	

**Accreditation**

The Association of Collegiate Business Schools and Programs (ACBSP) accredits the Administrative Technology Legal degree program. The ACBSP is the only nationally recognized organization that grants specialized accreditation to two- and four-year college and university business programs.

**EMPLOYMENT OPPORTUNITIES:**

- Administrative assistant
- Administrative secretary
- Executive assistant
- Executive secretary
- Secretary/receptionist

**EARN A DEGREE GRADUATE EARLY (EDGE):**

This program provides students the opportunity to receive credit for their high school EDGE courses.

**CONTACT INFORMATION:**

Wylma Skean • Corbly Hall, Room 323

Phone: 304-696-3060 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: skean@mctc.edu

1. Students must demonstrate a minimum of 35 wpm with 5 or fewer errors before they can enroll in AT 114. AT 114 has a prerequisite of AT 136 or permission.
2. Social Science Requirement: Select from EC 102, SS 201, SS 210, or SS 215.
3. AT 242 has a prerequisite of AT 114.
4. AT 255 has a prerequisite of IT 101.
5. AT 265 and LAS 213 have a prerequisite of AT 136.
6. LAS 102 has a prerequisite of LAS 101.
7. AT 261 has a prerequisite of AT 114.
8. AT 290 has a prerequisite of completion of 45 program credit hours or permission.
9. ENL 231 has a prerequisite of COM 111 or ENL 111.
10. Math/Science Requirement: Select from MAT 150, MAT 210, SCI 101, or BIOL 257.
11. Select from: AT 160, IT 150, LAS 248, MG 202, MG 226, or MK 210.